

STATE OF TEXAS

COUNTIES OF POTTER AND RANDALL

CITY OF AMARILLO

On the 27th day of July, 2015, The Greenways Public Improvement District (PID) Advisory Board met at 5:30 PM at the Greenways Development Office located at 6003 Tuscany Village, Amarillo, Texas, with the following people present:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Shane Brooks	Yes	9	9
Paige Butler	Yes	4	4
Stephen Carter	Yes	6	3
Don Carthel	Yes	5	5
Kim Dryden	Yes	1	1

CITY OF AMARILLO STAFF:

Kelley Shaw, City of Amarillo
Rebecca Beckham, City of Amarillo

OTHERS IN ATTENDANCE:

Eddie Scott, Developer
Muff London, Developer

MEETING MINUTES

for
July 27, 2015

ITEM 1: Approval of Minutes from June 1, 2015 meeting

Mr. Shaw opened the meeting and explained that Mr. Carter's requested Item concerning water meters had not been included in the Agenda, because it had already been posted. Mr. Shaw stated that Mr. Carter could speak about it in Item 7 and request to make it a future agenda item. Mr. Shaw then summarized the meeting minutes from the June 1, 2015 meeting.

ITEM 2: Approval of Minutes from June 22, 2015 meeting

Mr. Shaw summarized the meeting minutes from the June 22, 2015. Mr. Carter commented that he was not present at the June 22nd meeting and that he had not been notified of the meeting. Mr. Shaw apologized to Mr. Carter and assured him that there was no intent to exclude him from any PID Advisory Board meeting.

Mr. Shaw continued to summarize the meeting minutes recapping the water meter issues. Ms. London voiced concerns that the PID was not receiving bills, including water bills. Mr. Shaw stated that the City was observing issues with PIDs as the sizes increased and was working towards finding solutions. He asked that the PID Board be consider how they would want to operate and manage the PID. Items 1 and 2 were discussed separately, however they were combined into one motion. Mr. Carthel moved to approve the meeting minutes for the June 1, 2015 and June 22, 2015 meetings as presented with Mr. Brooks seconding he motion. The minutes for June 1, 2015 and June 22, 2015 meetings were approved unanimously.

ITEM 3: Discuss maintenance and operation transition from City management to HOA management

Mr. Shaw briefly explained how the Greenways PID operated historically. He stated that City had contracted with a maintenance contractor, but that the homeowners had not been happy with the level of maintenance. In order to meet the level of expectations for the PID, the City decided to allow the PID to choose their own maintenance contractor. However, because the maintenance contract is over \$50,000, State Law requires that the contract be between the City and the maintenance contractor and approved by the City Council. Mr. Shaw stated that the maintenance contract would be exempt from the City bidding process and emphasized that the PID could choose the maintenance contractor.

Mr. Shaw asked the PID Advisory Board who they would want to manage the contract. Ms. London commented that although the HOA would be involved, that she thought the PID Advisory Board would actually manage the contract. She commented that the scope of services would be included in the contract and that the HOA, the PID Advisory Board and the City should be more proactive with the maintenance. Ms. London stated that she and Mr. Scott planned to work with the HOA in order to implement more proactive policies for managing the PID. Ms. London commented that they may eventually have a designated manager position.

Ms. London and Mr. Brooks stated they would collaborate to create a draft maintenance contract. The maintenance contract is based on several example contracts used by the City and other Cities. Mr. Brooks commented that they would distribute the draft maintenance contract to the Advisory Board Members and City staff for review and comments. Mr. Shaw stated that once they Advisory Board felt comfortable with the draft maintenance contract that he would forward it to be reviewed the City Legal Department. Ms. London commented that the HOA board has been updated in the status of the maintenance contract.

ITEM 4: Consider for recommendation 2015/16 Budget and 5-Year Service Plan

Mr. Shaw reviewed the 2015/16 budget and 5-year service plan by line item. Projected total maintenance, operations and debt service equal \$309,700 and revenue will total \$549,953. Mr. Shaw pointed out that their Greenway's water budget was estimated at \$145,000. He explained that they didn't expect water to be that high, that the estimate was based on some actuals but also some predications. Mr. Shaw stated that the administrative fee was \$19,619 and that it was based on postage, public notices as well as City staff's time. Mr. Shaw stated that if the Advisory Board had questions that the Director of Finance could provide more detailed answers.

Ms. London asked why the Repair & Maintenance account was at \$108,000. Ms. Beckham explained that she allocated money to the existing accounts based off of the information provided to her. She explained that she combined multiple repair funds to the one account. Ms. Dryden asked if the budget included funds for tree trimming. Ms. London explained that at this point they did not have a specific budget for tree trimming, but that it could be revisited at a later date. She added that the \$15,000 in the miscellaneous budget could be used to trim a few trees. Ms. London suggested that they budget for tree trimming and that to do all of the trees to would potentially require an increase in the assessments. The PID Advisory Board decided to observe the transition of maintenance from Reeder Landscape to Oscar Ramirez and to reevaluate next year if an increase in assessments was necessary.

Mr. Shaw stated the total proposed budget for the maintenance and operation would be \$337,245 or \$542,546 including the debt service. Mr. Shaw stated that the assessment rate had remained unchanged from last year and the total collections would be \$549,953. Mr. Brooks made a motion to approve the 2015/16 Budget and 5-year service plan with the drainage fee separated from the total water account. Mr. Carthel seconded the motion and the 5-year service plan was approved unanimously.

ITEM 5: City staff report on PID Drainage Fee

Mr. Shaw asked if there were any other questions regarding the PID drainage fee or if anyone wanted to request additional information. Mr. Brooks asked how much they would be refunded. Mr. Shaw stated they would get the information.

ITEM 6: Discuss Board member terms

Mr. Shaw stated that with the exception of Mr. Brooks, all of the PID Advisory Board members terms would not expire until next year or the following year. Mr. Brooks' term will expire September 30, 2015. Mr. Shaw explained that Mr. Brooks had been recommend by the Developer and was eligible to serve a second term if he was recommended. Mr. Brooks stated that he was interested in serving a second three-year term.

ITEM 7: Discuss future agenda items

None.

ITEM 8: Adjourn meeting

With no further business, the meeting was adjourned.